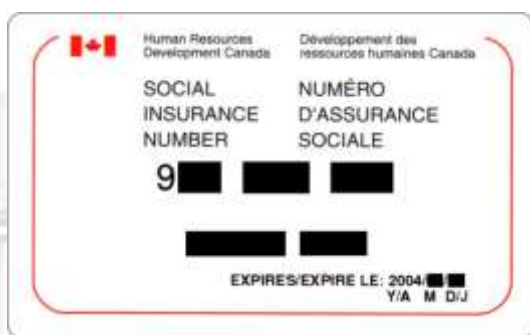


## Social Insurance Number (SIN)

In order to work and receive compensation in Canada, you will require a Social Insurance Number. A Social Insurance Number (SIN) is a confidential nine digit number issued by the Canadian government to those who work in Canada, pay taxes, and receive income benefits or services from government programs. Effective March 31, 2014, Service Canada stopped issuing plastic SIN cards in favour of paper format, confirmation of SIN letters. A SIN does not give you permission to work in Canada; but it is required in order for you to be paid. It is illegal for anyone to employ you without a SIN.



You are responsible for protecting your SIN. You are advised not to carry it with you on a day to day basis. It should be kept in a safe, secure location and only given to organizations or programs [permitted to ask](#) for it.

**Note:** SINs that begin with a '9' are issued to temporary residents who are not Canadian citizens or permanent residents. The SIN will be valid until the end of the person's authorized stay in Canada, as determined by Citizenship and Immigration Canada, so for example will be coterminous with your work permit's expiry date.

### Applying for a SIN

Temporary Foreign Workers and new permanent residents will need to apply for a Social Insurance Number at a Service Canada office, in person, since original immigration documentation (e.g. work permit or confirmation of permanent residence letter) must be provided. You will need to complete an application form, which can be obtained from a [Service Canada Office](#) or downloaded from their website. There is no fee for new applications or to change the expiry date on a temporary SIN. In some instances, applications by mail may be possible. You will need to provide documentation that proves your identity and status in Canada, and a supporting document, if the name on your primary document is different from the one you are currently using. It is important that documents are originals and that they are written in English or French. Please visit <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html> for more details.

Children who are twelve years of age or older may apply for their own SIN, or have their parent or legal guardian apply for them. For children under 12 years of age, the parent or

legal guardian must provide documents for both themselves and their child. On applying for the SIN in person, you will be issued a letter with your social insurance number on it, that same day. Please provide your York administrator with a copy of the SIN letter and the expiry date (if applicable) within your first day or two at York. If on a work permit, please present that too.

If you are working at York on a temporary work permit, your SIN's expiry date is usually **coterminous with your work permit's expiry date**. You will need to extend your SIN card whenever you renew your work permit. You will be required to provide your York appointment letter as part of your SIN application

Note: If you transition from temporary foreign worker to permanent resident, you **must apply** for a **permanent** SIN.

### Service Canada Office Locations

To find a Service Canada office close to home, please visit [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

For more information on Social Insurance Numbers, please visit the [Service Canada](#) Web site or telephone 1-800-0-Canada (1-800-622-6232).

